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Approved For Release 2000/08/21 : CIA-RDP54-00348A000100020008-3

REVISION OF ADMINISTRATIVE INSTRUCTION NO. 60-18

SUBJECT: Assignment to Non-CIA Training Facilities

1. Public Law 110, 81st Congress, authorizes the Director to assign or detail employees to non-CIA training facilities for special instruction, research or training.
2. Non-CIA training facility is defined to include domestic or foreign, public or private institutions, trade, labor, agricultural or scientific associations, and courses or training programs under the Department of Defense or commercial firms.
3. Employees is defined to include departmental employees paid from vouchered or unvouchered funds, and staff agents. Included in departmental employees are individuals who have been employed for the purpose of giving them further education or training prior to the assumption of regular full-time positions under any of the categories listed above.
4. Schooling under the authority of Public Law 110 and this Administrative Instruction may embrace any subject, course, curriculum, craft, or skill which, in the judgment of the recommending officer and the Director of Training will eventually benefit the Agency by making the employee better qualified for his present position or qualified for different or greater responsibility.
5. The Director of Training is authorized to approve such schooling or training in accordance with the demands of the Agency training program or upon recommendation or request of appropriate Assistant Directors or Office chiefs. Approval of such schooling shall include approval of payment of tuition and directly related educational expense, additional living or travel expenses growing out of such assignment or detail, and, where necessary or appropriate, the furnishing of services or support other than money to the individual or to the institution providing the training. The payment of tuition and directly related educational expense may be by reimbursement or advance to the individual or by direct payment to the institution providing the training. Where necessary for reasons of security advance will be made to the employee in order not to reveal Agency interest in the individual or the training or schooling being given.
6. It shall be the further responsibility of the Director of Training to arrange administratively for the assignment or detail to the school or institution upon approving the request of an operating official. The request or recommendation for assignment or detail to a non-CIA training facility shall include the name of the school, the course or courses, inclusive dates, location of the school, justification for such

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schooling for the individual or groups of employees concerned and any special considerations necessary for determining the appropriateness of such schooling or for accomplishing the detail or assignment.

7. The Director of Training and the Director of Personnel, with the advice and assistance of the General Counsel, are directed to provide for agreements between the Agency and employees given such education or training to ensure a reasonable term of service from the employee after the completion of such schooling.

8. The Director of Training is further authorized, where he has determined necessary schooling is otherwise unavailable, to provide, under such cover as security considerations may require, the needed training either by support of an outside agency or by the establishment of appropriate school or schools to be operated by the Agency itself.

9. Salary costs of employees being given schooling under these provisions will be borne by the Office or Staff recommending or requesting such schooling. All other expenses will be charged against the Office of Training. Each Assistant Director and Office Chief who anticipates requesting training under these instructions is directed to forward estimates for schooling annually in advance to the Director of Training for inclusion in his budget requests. The first annual estimate will be completed and forwarded to the Director of Training not later than 15 May 1951.

10. The Director of Training will approve schooling only in those institutions which he has determined maintain appropriate standards of such staff, plant, facilities and instruction and will terminate the program at any institution which fails to so maintain its standards. He will also determine achievement standards for employees being given schooling under these provisions and will at his discretion terminate such schooling for failure to maintain the required rate of achievement. He will also terminate, alter or amend programs of schooling as required by Agency needs or interests.

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